

EFFECTIVE

October 1, 2022.

Subject(s)

Case Closure Court Orders and Removal Records (AFCARS)

COURT ORDERS

FOM 722-01, Entry Into Foster Care

Removal Record

When a child is removed and placed in the care and custody of MDHHS, a removal record must be added within the electronic case management system. The removal record must be completed within 30 days of the child's removal from a parental, guardian, or adoptive home. Case specific knowledge will be needed. The removal record must be completed by a MDHHS worker. A private agency worker cannot complete a removal record.

FOM 722-15, Case Closing

Cases with Court Involvement

The department must enter the court order terminating the department's supervision of the child(ren) in the electronic case management record within 10 calendar days of receipt of the court order and no later than 30 days from dismissal of court jurisdiction.

**RETENTION OF
CASE RECORDS -
YAVFC**

FOM 722-15, Case Closing

Young Adult Voluntary Foster Care

For all Young Adult Voluntary Foster Care (YAVFC) cases, the retention schedule for the youth's wardship type, prior to entering YAVFC, should be followed.

Reason: Federal requirements & FCD.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[FOM 722-01](#)

[FOM 722-15](#)